

SELF-SERVICE CENTER

INSTRUCTIONS: HOW TO FILL OUT FORMS TO MODIFY AN ORDER OF ASSIGNMENT BY AGREEMENT

This Petition can be completed by the person paying support OR the person receiving support, but must be signed by BOTH, as well as by a representative of the IV-D Agency if either party is using the child support services of the state.

COMPLETE THESE FORMS IF:

An ***“Order of Assignment”*** is in effect against one of the parties, **AND**

- You wish to **change** the order of assignment completely, **AND**
- **Both parties agree** that the Order of Assignment should be changed, **AND**
- The underlying Court Order for Child Support or Spousal Maintenance (alimony) states certain conditions for changing the support or maintenance and one or more of those conditions (as listed in Item 7 on the ***“Agreement to Change Order of Assignment”***) applies to you.

TO COMPLETE THESE FORMS YOU WILL NEED:

- The date the current ***“Order of Assignment”*** was signed. If you do not know this date, you can find it on the original ***“Order of Assignment”*** in the court file.

DEFINITIONS:

“Obligee” is the person or agency entitled to receive support payments.

“Obligor” is the person ordered to make support payments.

HOW TO FILL OUT THE FORMS: TYPE OR PRINT CLEARLY, USING BLACK INK ONLY.

AGREEMENT TO CHANGE ORDER OF ASSIGNMENT

Match each numbered item in the instructions with the same numbered item on the form.

Enter the following information:

- (1) (At top left) Print the name and other information requested for the person submitting this form. If you are representing yourself in this matter, check the box before “Self”.
- (2) The names of the persons shown as the petitioner/plaintiff and respondent/defendant on the original ***“Order of Assignment.”***
- (3) The case number that appears on the ***“Order of Assignment.”***
- (4) The ATLAS number (if one has been assigned to your case).
- (5) The name of the person making payments under this ***“Order of Assignment.”***
The name of the person receiving payments under this ***“Order of Assignment.”***
- (6) The date the current ***“Order of Assignment,”*** the one you want to change, was signed. This will be near the Judicial Officer’s signature on the Order.
- (7) The amount listed on the current ***“Order of Assignment”***
- (8) The new amount you want the Court to order Assigned.

Next, check (9) (a), (b), (c), or (d), to explain *why* the ***“Order of Assignment”*** should be changed.

(9)(a) Check (9)(a) if the obligation to make current child support payments has ended.

(9)(b) Check (9)(b) if payments should now (or in the near future) stop for any or all of those items listed under (9)(b) – and check the box for each one for which payments should stop.

(9)(c) Check (9)(c) if the person receiving payments has died, but back payments (arrearages) are still owed. As indicated on the form, attach a copy of the obituary notice or death certificate.

(9)(d) Check this box if there are other reasons listed on the support order or permitted by law for changing the amount of the **“Order of Assignment.”** that are not included in 9(a), (b), or (c), and list them in the space provided. Write CLEARLY.

(10) Future Change: Check this box if the reason for changing the amount of the assignment has not yet occurred, and write in the date the change *will* take place.

(11) Check here if money is still owed, **but the amount of the assignment should be changed.** Then read and check the appropriate boxes immediately below that explain *which payments are still owed* in your situation.

NOTE: If you do not owe any more child support or alimony, or back child support or back alimony, *STOP!* You have the wrong forms! Review the “Petition” or “Agreement” “To Stop an Order of Assignment” forms to determine if they are appropriate for your situation.

Signatures/Notary Information: Do not sign until you are directed to do so by a Notary Public or a Clerk of Court. Sign only your own name. Do not fill out the rest of this page. Signing your name is a statement to the Court that you believe the information submitted is true and correct under penalty of law.

ORDER OF ASSIGNMENT:

If the Court approves your agreement you will need a new **“Order of Assignment”** with the new, correct amounts. Match the number of the instructions that follow to the corresponding numbers on **the “Order of Assignment”** form. Write in the information as it appeared on the original **“Order of Assignment.”**

1. Write in the name of the person listed as “Petitioner.”
2. Write in the name of the person listed as “Respondent.”
3. Write in the case number and ATLAS number (if applicable).
4. Write in the name and Social Security Number of the person ordered to make payments.

STOP! The Judicial Officer or other personnel will complete the rest of the form.

CURRENT EMPLOYER INFORMATION SHEET

Fill in the information requested on this short form, which asks for only:

- Case Number
- ATLAS Number (if one has been assigned to this case)
- Name of the payor, the person obligated to make payments,
- Name and payroll address, fax and phone numbers for the payor’s current employer (the one(s) named in the **“Order of Assignment.”**),
- Name and payroll address, fax and phone numbers for the payor’s previous employer.

**WHEN YOU HAVE COMPLETED THESE FORMS, GO TO THE “PROCEDURES” PAGE
AND FOLLOW THE STEPS LISTED THERE.**